

QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF

October - December 1964

I. ARCHIVES AND RECORDS CENTER

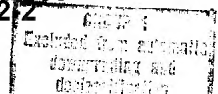
1. Net records holdings in the Center at the end of December were 84,425 cubic feet; an increase of 725 cubic feet for the quarter, but a decrease of 997 cubic feet over the previous quarter ending 30 September 1964.
2. Requests for services on records stored at the Center amounted to 25,545, about 10% less than those for the previous quarter.
3. ✓ There were 53 visitors from headquarters offices, including 13 JOT's assigned to the DDS Area.
4. Four special deliveries of urgently needed records were made to: Contacts; National Security Council; OCR and DDP.

II. KENNEDY LIBRARY

1. Arranged for the transfer of the following material to the National Archives for the Kennedy Memorial Library.
 - a. Press clippings, Cuba.
 - b. Foreign Radio and Press Treatment of Warren Commission Report, dated 5 October 1964.
 - c. Soviet and Communist Chinese Reactions to President Kennedy's Speeches and Press Conferences.
 - d. Index to 46 Reports and Documents, which are retained by CIA but may be referred by special Agency permission.

III. FORMS MANAGEMENT

1. Completed 90 new and 51 revised forms projects; eliminated 8 official forms.
2. Some significant forms management projects completed were:
 - a. Designed 2 forms for Computer Services to be in the CHIVES project experiment for Biographic Register.
 - b. Designed an Intelligence Information Special Report for DDP to be used for U. S. I. B. members only.
 - c. Designed 3 forms for Office of Communications; one is a new message form to be tested world-wide and if satisfactory it will replace



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III. FORMS MANAGEMENT (Continued)

- d. Designed a new Tuition Advance and Accounting form for OTR; this replaces 2 bootleg forms and the preparation of memorandum reports to the Office of Finance.
- e. Designed a Research and Development Catalog form for OBPAM to be used on all Research and Development projects in Science and Technology Areas funded in current and subsequent years.

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3. [] completed a Forms and Procedures Survey in OCR. Some of the principal accomplishments were:
- a. Eliminated 18 forms and the procedures related to them included the elimination of more than 48,000 pieces of paper.
 - b. Developed 29 new forms which will replace 70 bootleg forms.
 - c. Designed a special 10 part form for Document Division which can be prepared quicker, disseminated easier and is cheaper than previous methods by at least \$500 annually.
 - d. Revised one form and developed a new one for the Domestic Acquisition Branch which replaces six memorandums sent to vendors.
 - e. Eight new forms in Foreign Documents Division will replace 10 bootleg forms and eliminate the typing of Hectograph Masters and the reproduction of large volumes of paper.
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4. [] began a Forms Management Survey in ORR

IV. RECORDS DISPOSITION

1. Completed review and approved the following Records Control Schedules:
- a. Revision of the entire OTR Schedule comprising 3,435 cubic feet; only 1% of OTR's records are permanent.
 - b. Administration and Training Schedule for Office of Security; retention periods were shortened for a number of items and personnel files will now be kept 1 year instead of 10 as proposed.
 - c. OCI - Administration Staff.
 - d. Office of Personnel - Records Services; Administration Staff; Special Activities Staff; reduced retention period of Chronological files from 5 to 3 years; revised one item to provide for retention at headquarters and later destruction instead of retiring to the Records Center.

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IV. RECORDS DISPOSITION (Continued)

- e. FBID schedule consisting of 1,344 cubic feet; 25% are permanent.
 - f. Office of Director and Deputy Director for Office of Security - nine items, 17 cubic feet; Alien Affairs, Office of Security - six items.
 - g. Office of Finance - Proprietary Systems and Accounts Division.
 - h. TSD - Several items; one item changed permanent to temporary.
 - i. OCR/Liaison - Shortened retention periods for items.
 - j. Finance - Disposal to be approved by GAO.
- 2. Prepared a staff study on the feasibility of establishing a USIB Records Center; study concurred in by Records Officers of State, DIA, AEC and CIA. Study forwarded to Executive Secretary if CODIB proposes the use of vault space in the new GSA Records Center to be built at Suitland, MD.
 - 3. Coordinated a request from the National Archives for return of captured German records to Germany with DDI and DDP.
 - 4. Handled request from National Archives requesting down grading of certain OSS records relating to art looting by Germany in World War II - Request denied by SSU interests.

V. VITAL RECORDS

- 1. Reviewed and approved Vital Records Deposit Schedules for:
 - a. DDI - Collection Guidance Staff
 - b. DDP - WH/Special Affairs
 - c. DDS&T - Applications Division/OCS
 - d. Commo - Security
- 2. Presented Vital Records Workshop to Records Management Seminar at GSA.

VI. FILING EQUIPMENT AND SUPPLIES

- 1. Approved special equipment for Commo to substitute open shelf files for safes and a motorized unit.
- 2. Approved shelving for chart storage OTR.
- 3. Approved special shelving for Office of Security to be used in lieu of safes; net savings of \$5300.

VI. FILING EQUIPMENT AND SUPPLIES

4. Approved special equipment for terminal digit filing in Contacts Division.
5. Approved special equipment for plan files for NPIC.
6. Approved secure area space in Key Building for Office of Finance.

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Chief, Records Administration Staff

4 March 1965
Date